



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

FINANCIAL POLICY AND PLANNING OFFICER

Class No. 002446

■ CLASSIFICATION PURPOSE

To assist in formulating and implementing the County's strategic financial planning policies and the annual operating budget; to establish controls to ensure that Agency/Group/Department budgets remain structurally balanced and in compliance with the Board of Supervisors' and Chief Administrative Officer's goals and objectives and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Financial Policy and Planning Officer is a professional class allocated to the Department of the Auditor and Controller, and the Assessor/Recorder/County Clerk. Incumbents are responsible for assisting in the development of broad financial County-wide goals, and for facilitating the decision making process for the County's Agency/Groups with financial planning and policy oversight. The incumbents serve as principal assistants and report to the Director of the Office of Financial Planning in the Auditor and Controller Department or directly to department head or assistant department head in the latter department.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Assists in planning, organizing, overseeing and evaluating the development and implementation of the County's broad financial goals.
2. Performs complex financial, economic and budget analyses to determine compliance and consistency with approved plans, programs and management strategies.
3. Works with executive staff on complex and County-wide strategic financial planning and budget issues (including development of the Five-Year Financial Forecast and the County's annual two year Operational Plan (budget)).
4. Ensures the independence and accountability in financial reporting and may perform management accounting and reporting and financial performance evaluation and verification.
5. Conducts comprehensive and continuous evaluation of compliance efforts with the Chief Financial Officer (CFO) and Chief Administrative Officer's (CAO) financial goals and objectives.
6. Fosters, develops and maintains a comprehensive set of financial policies and threads them through the County's finance organization with respect to (but not limited to): contingency and management reserves, fees and charges, debt issuance and management, use of one-time revenues, structurally balanced budgets, use of unpredictable revenues, revenue diversification, cash flow requirements, trust fund management, contingency planning, capital asset acquisition, maintenance, budgetary compliance, and financial stakeholder input.
7. Oversees and ensures the timely release of the Five-Year Financial Forecast and Operational Plan, quarterly financial reports, and economic and analytical studies.
8. Performs legislative and State budget analysis.
9. Develops budgetary estimates for and tracks receipt of the County's general purpose revenues.
10. Conducts independent reviews and analyses of contingency and management reserves and performs management accounting in a manner that ensures independence and accountability in financial reporting and maintains the confidence of the CAO, Board of Supervisors, public and financial community.
11. Coordinates and reviews presentations of the Five-Year Financial Forecast, and Operational Plan.

12. Assists with the establishment of performance measures and performance benchmarks.
13. Provides technical guidance to departmental finance and budget officers on issues of accountability for achieving goals and objectives, the timing and calendar for financial events, and mechanisms necessary to coordinate Five-Year Financial Forecast and Operational Plan preparation and review.
14. Administers the County's financial planning and budgeting system (BRASS).
15. Prepares the Operational Plan utilizing specialized computer software.
16. Reviews and analyzes financial stakeholder input and measures financial stakeholder satisfaction.
17. Tracks measurements evaluating estimated financial condition.
18. Analyzes Five-Year Financial Forecast and Operational Plan performance.
19. Evaluates the capital program implementation.
20. Identifies capital issues, opportunities and challenges.
21. Prepares and presents financial reports and advises the Budget Director on matters relating to financial planning and budget implementation.
22. Prepares complex correspondence and reports.
23. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Non-Essential Functions:

1. Creates, runs and analyzes computerized position management reports.
2. Develops and updates business rules for the Enterprise Resource Planning (ERP) system.
3. Tests new fields and new reports in test databases for the ERP system.
4. Reconciles data between legacy system and the ERP system.
5. Determines configuration set up and roles access for ERP end users.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Strategic and financial planning.
- Governmental budgetary systems including program, line-item and zero-based.
- Governmental accounting.
- Government policies and practices.
- Federal and State legislative processes and funding practices related to local government.
- Capital budgeting.
- Principles of finance.
- Economic analysis and forecasting.
- Various computer applications.
- Rules and regulations of County payroll operations.
- Business English.
- Business/project management.
- County customer service objectives and strategies.
- General Management System in principle and in practice.

Skills and Abilities to:

- Formulate and implement operational plans, strategic financial plans and annual operational plan (budget).
- Analyze enterprise level financial and budget information and make prudent recommendations to ensure compliance with strategic and operational goals.
- Manage enterprise wide changes of policies and practices.
- Identify and resolve strategic financial planning and budget implementation issues.
- Prepare executive level correspondence and reports.
- Prepare work using computer equipment and software applications.
- Provide decision-making and technical support to the highest level of executive staff.

- Train end-users on ERP processes and systems.
- Troubleshoot problems with process and system.
- Analyze report data and translate for end-users.
- Interpret governmental policies, ordinances, Memorandum of Agreements, and procedures for configuration setup in ERP systems.
- Use various computerized financial systems and adapt to changes in those systems.
- Analyze and interpret various financial reports.
- Learn/adapt to new computerized programs.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Possession of a bachelor's degree from an accredited college or university in business or public administration economics, accounting, finance or a closely related field, AND three (3) years of full-time experience performing duties such as enterprise-wide financial accounting/budget analysis, capital budgeting, economic analysis, strategic planning, or policy and procedures establishment and implementation for a large public or private organization; OR,
2. Three (3) years of experience in the County of San Diego at the level of:
 - a. A departmental budget manager or finance officer for a large department; OR,
 - b. A Senior Accountant or Administrative Analyst III, or CAO Staff Officer in a centralized finance/budget office of the Assistant Chief Financial Officer/Auditor & Controller, Chief Administrative Officer, Deputy Chief Administrative Officer or Agency Director; OR
3. A master's degree from an accredited college or university in business or public administration, economics, accounting, finance or related field, AND, two (2) years of full-time experience performing duties such as enterprise-wide financial or agency/group-wide accounting/budgeting analysis, capital budgeting, economic analysis, strategic planning, or policy and procedures establishment and implementation for a large public or private organization.

Note: Additional years of experience as described above may be substituted for the education requirement on a year-for-year basis.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 30 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required. Certification as a Certified Public Accountant (CPA) or Certified Financial Analyst (CFA) is highly desirable.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: October 23, 1998
Revised: September 10, 2001
Reviewed: April 2004
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Financial Policy and Planning Officer (Class No. 002446)

Union Code: CEM

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